

MS4 Annual Reporting Using the Year 4 Template

August 16th & September 12th, 2022

EPA Region 1 - New England

2016 Massachusetts Small MS4 General Permit

2017 New Hampshire Small MS4 General Permit

Disclaimer

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Poll questions



Annual Reports: Why?

The annual reports shall contain the following information:

- A self-assessment review of compliance with the permit terms and conditions.

MA permit 4.4.b, page 57
NH permit 4.4.2, page 59

- Spots trends and problems
- Captures institutional knowledge from various departments and staff members
- Resource during staffing transitions
 - e.g. training for new employees
- Tool to inform decision-makers.
 - Can be used to track expenditures, actions taken and future needs for managing resources

Annual Reports: When & Where?

- Reporting period: July 1, 2021 to June 30, 2022
- The deadline for Year 4 Annual Reports is Wednesday, September 28th, 2022
- **Massachusetts**: Required to submit an Annual Report to EPA and MassDEP each year of the permit term
- **New Hampshire**: Required to submit an Annual Report to EPA and have the option of sending it to NH DES
- Electronic submittals are preferred. Attach all supporting documentation to your email submittal

About EPA's Template

- **Two templates per state**: new permittees and permittees covered under the 2003 permit
- Permittees are not required to include metrics labeled as “optional” unless that information is available for their system
- The template includes the option for electronic signature prior to submittal. A button is included to print a signature page for those permittees that do not have the ability to sign the Annual Report electronically



Template, continued

- Each section of the Annual Report template needs to be completed
- You can use the text boxes in each section of the template to explain any deficiencies
- If any checkbox or metric is left blank in the Annual Report template, it will be assumed that the associated permit requirement is **incomplete**



Some tips

- Start early!
- Use an EPA Annual Report template
- Stay organized
- Keep your SWMP up to date
- Use information from past submittals
- Share your draft report
- Double check!



And reminders

- Use the correct reporting period
- Don't forget to specify units
- Take credit for all the work you've done
- Explain any work that was negatively impacted by the COVID-19 pandemic

And one FAQ:

The MA permit expired June 30th of this year and the NH permit will expire June 30th next year. What does that mean, for planning purposes?

If EPA does not reissue the permit by the time of its expiration, the permit will be administratively continued and remain in effect until we reissue. For MA permittees, you should have received a letter on May 16th indicating continuation of permit coverage. No further action is required to remain covered.

All requirements of the current permit remain in place, including annual requirements and requirements that extend beyond 5 years.

The image features a teal background with a large, dark teal rectangular area in the center. The text "Template walkthrough" is written in white, sans-serif font on the left side of this dark teal area. The background is decorated with several clusters of small white dots, some of which are arranged in circular or semi-circular patterns. There are also some light blue, wavy, abstract shapes scattered across the background.

Template walkthrough

Q&A session



Links to Additional Resources

MS4 Annual Reporting Templates & FAQ Sheet

- <https://www.epa.gov/npdes-permits/stormwater-tools-new-england#arr>

Template Delegation of Authority Memo

- <https://www.epa.gov/npdes-permits/stormwater-tools-new-england#swmp>

Stormwater News: *Preparing and Submitting your MS4 Annual Progress Report*, August 2019

- <https://www3.epa.gov/region1/npdes/stormwater/ma/ma-stormwater-news-aug-2019.pdf>

Stormwater News: *Tips and Techniques for Submitting your MS4 Annual Progress Report (2003 permit)*, February 2018

- <https://www3.epa.gov/region1/npdes/stormwater/ma/ma-stormwater-news-feb-2018.pdf>

2016 MS4 Permit Archive: Access NOIs and Annual Reports submitted under the 2016 permit.

- **MA:** <https://www.epa.gov/npdes-permits/regulated-ms4-massachusetts-communities>
- **NH:** <https://www.epa.gov/npdes-permits/regulated-ms4-new-hampshire-communities>

2003 MS4 Permit Archive: Access NOIs and Annual Reports submitted under the 2003 permit.

- **MA & NH:** <https://www.epa.gov/npdes-permits/2003-small-ms4-general-permit-archives-massachusetts-new-hampshire#2003-ms4-docs-annual-report-info>

To be added to **EPA New England's bimonthly stormwater newsletter** or **Annual Reporting email reminders**, email wong.martine@epa.gov.

Thank you!

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